

VFW POST 9401

HOUSE AND CANTEEN RULES

9/23/2026 - Revision 0

Approval Date: _____

Post Commander: Sue Odam_____

VFW Post 9401

Responsibility: House Committee

Approving Authority: VFW Post 9401 Members

Date Approved:_____

Submitted by: Sue Odam (VFW Post 9401 Commander)

I. Statement of Policy

The purposes of the Veterans of Foreign Wars of the United States:

- Is fraternal, patriotic, charitable, and educational.
- To preserve and strengthen comradeship among its members.
- To assist worthy comrades.
- To perpetuate the memory and history of our dead, and to assist their widows and orphans.
- To maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and Laws.
- To foster true patriotism.
- To maintain and extend the institutions of American freedom.
- To preserve and defend the United States from all enemies.

The purposes of the Veterans of Foreign Wars of the United States are:

The operation, management and control of canteens and kitchens were not envisioned in the purposes of our organization as described above in our Congressional Charter, National Bylaws, Manual of Procedure and Ritual. The first and foremost consideration of this Post shall be to the objects of the VFW listed above. VFW canteens and kitchens shall be of secondary interest and concern and compatible with our stated purposes.

II. Background

In accordance with the VFW Post 9401 By-laws, these Canteen and House Rules govern the maintenance, and operation of the Canteen. [Note: The term Canteen is in reference to both the “Bar” and “Kitchen” areas. Each area is a totally separate entity and can be managed accordingly.] Nothing in these rules is intended to be contrary to the Post By-laws, District By-laws, Department By-laws, National By-laws, and Manual of Procedure of the Veterans of Foreign Wars of the United States, or the Laws of the United States of America, State of Arizona, or Lake Havasu City. These rules and laws govern the case of conflict between them. No conflict of any section of these rules with those higher rules and laws shall nullify rules contained herein that follow those laws.

The Canteen and House Rules shall be maintained by the elected officers of Post 9401 having oversight of operations and management. The Canteen and House Rules may be amended as necessary for the efficient operation of the Canteen. The recommended amendment(s) will be presented at a General Membership Meeting(s) for review and approval. The membership shall be informed of changes not less than ten (10) days prior to the next regular meeting or special meeting.

The House Committee will hold at least one meeting per month, scheduled for Wednesday, prior to the monthly comrade meeting.

III. Definitions:

For the purpose of these rules the following terms are defined as follows:

- 1. Post:** All property including facilities, buildings, building contents and grounds located at 266 London Bridge Road, Lake Havasu City, AZ 86403.
- 2. House:** The Post Quarters and the equipment contained therein.
- 3. Kitchen:** That area of the Post consists of the grill, stove, fire suppression system, deep fat fryer, microwave oven, refrigerator, freezers, dishwasher, pots, pans, and cooking utensils, where food is cooked and prepared for consumption.
- 4. Post Kitchen Manager:** Any person recommended, hired/appointed by the Post Commander to operate the kitchen subject to his/her instructions.
- 5. Post Canteen:** Is the term used to identify the bar areas, and the associated equipment contained therein.

6. **Canteen Manager(s):** Any person(s) hired/appointed by the Post Commander to operate the Bar areas subject to his/her instructions. (Bonding is required.)
7. **Bar areas:** The counters, stools, chairs and tables, placed adjacent (abutting) to the counters where alcoholic beverages are served.
8. **Bartender:** The person on duty that mixes and serves alcoholic and non-alcoholic beverages at a bar/dining room.
9. **Meeting Halls:** The large room on the west end of the main building. (Upper and lower dining rooms.)
10. **Parking Lot:** Paved portion on the east end of the main building controlled by the London Bridge Association.
11. **Plaza:** Post property on the north side of the main building.
12. **House Committee Chairman:** - The comrade that holds the first-year house committee seat unless otherwise directed by Post Commander.
13. **Member:** Any VFW Post 9401 member in good standing.
14. **Auxiliary Member:** Any VFW Post 9401 auxiliary member in good standing.
15. **Guest Member:** Any member in good standing from any VFW Post, VFW Auxiliary, American Legion Post, American Legion Auxiliary, Amvets, VVA, DAV and Active-Duty Personnel.
16. **Special Guest.** All Reserve personnel in uniform or who are able to show proper military identification.
17. **Sponsor:** A member, auxiliary member, guest member or special guest, as defined above, who invites a guest into VFW Post 9401.
18. **Guest:** Any person who is not a member, guest member or special guest as defined above, must be INVITED to visit VFW Post 9401 by a sponsor.
19. **Patron:** Any sponsored person patronizing the Post.
20. **Public:** All people not listed as member, auxiliary member, guest member, special guest or guest as defined above.
21. **Minor:** Any person who has not attained the age of 21.

IV. House Committee:

1. The House Committee shall be elected by the Post members to manage all matters related to the Post property. It shall consist of not less than three members. Initially, one member will be elected for a one (1) year term, one member will be elected for a two (2) year term and one member will be elected for a three (3) year term. Thereafter, the one (1) year member will be replaced by the two (2) year member, and the two (2) year member will be replaced by the three (3) year member and a newly elected three (3) year member will constitute the House Committee for that year. In addition, the Post Commander and Post Quartermaster by virtue of their offices shall be members of the House Committee. Commander reserves the right to veto any vote for "Good of the Order." "Post Commander votes only in the event of a tie.
2. The House Committee shall be responsible for the cleanliness, order, and maintenance of the Post Home and all the associated equipment.
3. The Committee or appointed member shall be informed of the sub-rental of the Post's quarters and shall exercise supervision over sub-renters as will ensure the protection of the Post's name and property.
4. All monies received through the sub-rental of the Post's quarters or other sources shall be deposited promptly with the Post Quartermaster.
5. The House Committee shall ask the Quartermaster for any funds. That request should be in writing and explain what the funds are for, how these funds will improve the Post and the approximate cost needed for operations before money is spent to make sure the Post has the finances to support it.
6. The trustees need access to financial records to audit monthly, at the conclusion at least 1 Trustee involved in the audit will discuss findings with the Post Commander and Quartermaster and make suggestions for motions to be brought to the general membership meeting for approval.
7. ~~Based~~ **As a result of the audit**, the **House Committee and** the Post Commander will determine necessary courses of action based on post hours, prices, days of operation and services, and **provided in a detailed written manner for implementation to the Post Commander and Quartermaster to discuss how such implementation will progress.**
~~[recommended suspension] or corrective action(s), as required.~~

8- Any elected officer has the authority to suspend the Club privileges of any member and to establish and enforce, through the Manager, if the rules or decorum and behavior violate Post policies.

9 An elected officer on the scene may ~~also~~ close the post due to a safety/emergency situation that may bring harm to people inside the post. The Commander and/or Quartermaster must be notified immediately of the situation.

10. The Post may adopt rules and regulations governing the conduct of the canteen if they do not conflict with the provisions of this Article. Such rules and regulations shall only become effective upon their approval by a majority of members present at a regular or special meeting called for that purpose; at least thirty (30) days' notice as posted on the Post website and bulletin board.

11. Employment rules and regulations shall be followed in accordance with Equal Opportunity and Immigration Compliance.

12. One member of the House Committee shall act as secretary of the meeting. The secretary is responsible for keeping the minutes and preparing a report discussing facility problems and pending project(s) status for the meeting to be read and presented to Commander at the monthly Comrade meeting, and a copy given to the adjutant to file with minutes of Comrade meeting minutes.

13. No elected House Committee member (excluding Quartermaster, see VFW Post 9401 Bylaws) shall receive compensation for his/her services.

14. Managers: the Post Commander must ensure the (canteen Bar) Manager and a Kitchen Manager operate the canteen in accordance with the Post rules and regulations. The managers shall be responsible to the Post Commander for their conduct and execution of their duties.

14. Employees: The Canteen and Kitchen Managers shall ensure all personnel of both canteen and kitchen areas are approved by the Post Commander. No elected officer of the post shall be employed as a manager or other employee of the kitchen or canteen while holding office. No member of the immediate family of the Post Commander, Quartermaster, Trustee, or House Committee shall be employed by the kitchen or ~~Bar~~ canteen areas except on an emergency basis or if agreed upon by the general membership.

V. Canteen and House Rules

All operations of the kitchen/canteen shall operate under these provisions to include Post and Auxiliary activities.

1. A Copy of the Canteen and House Rules will be provided to all Canteen /Kitchen employees/volunteers when they are hired and whenever the rules are amended. The Canteen Manager will ensure that all canteen employees/volunteers are familiar with these rules and will file an Employee/Volunteer Acknowledgment Form (see Appendix A) signed by the employee/volunteer and placed in the employee's/volunteer's personnel file when they are hired and each time the rules are amended. A current copy of the Canteen and House Rules along with the Post By-laws shall be always kept behind the bar and made available to any employee/volunteer or Post member upon request.
2. Oversight of Canteen/ Kitchen-maintenance is the responsibility of the House Committee and House Committee Chairman. Oversight of Canteen/Kitchen operations and management is the responsibility of the Post Commander. ~~Economic~~ **Financial** responsibility and procedures for Canteen-/Kitchen sales and expenditures are in accordance with Post 9401 By-laws.
3. Management of the Canteen /Kitchen-and volunteers is the responsibility of the Canteen /Kitchen Manager(s) with the final approval of the Post Commander as per Post 9401 By-laws. The direct operation of the Canteen is the responsibility of the Canteen Manager and the bartender on duty. The direct responsibility of the Kitchen operation is the Kitchen Manager.

VI. Normal Operating Hours (Arizona Time)

1. Sunday 8:00 am to 9:00 pm.
2. Monday, Tuesday, Thursday, Friday and Saturday 10:00 am to 10:00 pm
3. Wednesday at 8:00 am to 10:00 pm.

The bartender may, at their discretion unless otherwise directed by the Canteen Manager, close the Canteen early under the following conditions:

- a. Patronage at the Canteen drops to three or less patrons for more than one (1) hour after 8:00 pm. Must notify the Bar Canteen Manager of closing early.

- b. A personal emergency occurs to them or their immediate family that could reasonably lead to a loss of life or significant injury/illness.
- c. The bartender determines that keeping the bar open would pose a hazard to the members, their guest(s), the public or that significant property damage might occur.
- d. When ordered to do so by any competent government authority such as the Police, Fire Department, National Guard, Arizona Alcoholic Beverage Commission (AABC), etc.
- e. A prolonged loss of power. The bartender will clear the (Post) of all personnel when power is lost and inform them that they are welcome to return once power is restored. If power remains out for longer than thirty (30) minutes during the periods of darkness, the bartender may close the (Post) canteen. During daylight hours the bartender will remain at the premises and re-open the canteen upon restoration of power. If the bartender has information that power will not be restored during their shift, they should contact the Canteen Manager for further directions.

VII. Canteen and Special Event Rules:

VFW Post 9401 operates under a State of Arizona liquor license. It is, therefore, **mandatory** that the rules and regulations pertaining to that license be strictly enforced. In addition, certain other rules and regulations are established to ensure the safety, welfare and goodwill of our members and guests.

1. All bartenders and canteen managers must attend Arizona Beverage Commission training and be familiar with the rules concerning the sale of alcoholic beverages. The following rules govern the control and sale of alcoholic beverages and patrons' use of the bar area. The primary enforcement of these rules is the responsibility of the bartender on duty.
2. All patrons will obey the directions of the Bartender. Conflicts will be resolved by the Canteen Manager.
3. No VFW Post 9401 Comrades will be served in the canteen while monthly membership meetings are taking place. The only exception to this rule is the serving of water if requested by the patron/guest.
4. No outside beverages are allowed inside the Post.

- 5.** No outside food will be permitted inside the Post without prior approval.
- 6.** Alcoholic beverages can only be consumed at the Post during normal Canteen hours and may only be consumed within the confines of the Post building or patio.
- 7.** No person under the age of twenty-one (21) will be served alcoholic beverages.
- 8.** All persons will show proof of age, valid VFW membership or U.S. Military identification when requested by the bartender, unless they have been a previous patron, and the bartender recognizes them.
- 9.** If any person suspects that an unauthorized individual has entered the Post or suspects that an underage individual is attempting to purchase or is consuming alcoholic beverages on the premises, they will notify the Bartender who will check their identity.
- 10.** Any person who purchases alcoholic beverages for or provides alcoholic beverages to a minor will have their Canteen privileges suspended for thirty (30) days and will be held responsible for all civil actions resulting from said infraction.
- 11.** No person under the age of twenty-one (21) will be permitted to sit at the bar.
- 12.** With the exception of special events, Post's open house and advertised meals, the public is not authorized to patronize the Post unless they are guests as outlined in the definitions above.
- 13.** As necessary, bartenders will help ensure all the patrons will safely arrive at their next destination by calling a taxi, making sure the patron calls for a ride, or identifying a designated driver in the party. This is especially important for members or special guests who are active duty or reserve service members.
- 14.** Arizona Alcoholic Beverage Commission rules stipulate that Post Officers may not provide direct service of any alcoholic beverage to a patron.
- 15.** Bartenders may not consume alcohol while on duty. A violation of this rule is grounds for immediate termination. Volunteers and any paid employees are prohibited by the Arizona Beverage Code from being intoxicated on the Post premises.

16 Off duty employees (unless they are a valid VFW/VFW Auxiliary member, American Legion/American Legion Auxiliary, and active-duty personnel/dependents) must be signed in as a guest of a member prior to being served an alcoholic beverage. This applies to canteen and kitchen staff.

17. Volunteers and any paid employees are prohibited by the Arizona Beverage Code from being intoxicated on the post premise. Off duty employees (unless they are a valid VFW/VFW auxiliary member, American Legion/ American Legion auxiliary, and active-duty personnel/dependent) must be signed in as a guest of a member prior to being served an alcoholic beverage. This applies to canteen and kitchen staff.

18. A member's guest may **not** continue to patronize the Post in the absence of the member.

19. Bartenders will report all incidents and important information, in writing, when they become aware, when they pertain to the Post, Auxiliary or guests, to the House Committee and Canteen Manager. Information includes:

a. Any infraction of these rules.

b. Notice of a member's hospitalization, illness or death, arrival of dignitary from district or department staff, or government official needs to inform the Post Commander immediately. The Commander will in turn inform the appropriate Post Officer or committee chairperson.

20. When answering the Post's telephone, the bartender will attempt to answer the caller's question(s). If they don't know the answer, they can refer to the Post website www.vfw9401.org any Post Officer on site or Post Commander.

21. All members and guests will comply with the VFW rules, Post 9401 rules, and the existing Federal, State and Local laws.

22. While Post Officers and House Committee Members cannot be absolved of their responsibilities to the Post while consuming alcoholic beverages as patrons, they should defer making Post decisions while under the influence. .

23. The bartender has the right to refuse service to anyone and may remove any patron from the Post until the next business day for misconduct.

24. Any bartender or member observing misconduct by any member must notify the Post Commander or Canteen Manager. The person making the report

will make a written report immediately upon the end of shift for the House Committee Chairperson as well. Failure to document the written report may be subject to disciplinary action.

26. Any bartender or member observing misconduct by a Guest, Member Guest, Special Guest (as defined above) must notify the Post Commander immediately and will make a written report immediately upon the end of shift for the House Committee. The Post Commander will take immediate action (or direct the Canteen Manager/bartender on duty or a Post Officer on site to eject a Guest, Member Guest, or Special Guest from the Post. Failure to document the written report may be subject to disciplinary action.

27. Members are reminded that acts of Sexual Harassment, Racial, or Sexual Discrimination, and other conduct prejudicial to good order and discipline or conduct determined to be unbecoming of a member will not be condoned.

28. The House Committee along with the Post Commander may take disciplinary action against any member, guest member or guest (as defined above) for improper conduct.

29. Nighttime bartender(s) must be very aware of where patrons and guests are and what they are doing in the Post. Patrons and guests should stay in the Canteen area and are not allowed in the offices, walk-in, kitchen, storage areas, or any room not in use, unless they are authorized to be there by the house committee or other Post Official.

30 Members of VFW Post 9401 and its Auxiliary may cash personal checks up to a maximum of fifty dollars per check, per day (unless authorized by Quartermaster or Canteen Manager). Personal checks must include a current address and phone number. No out-of-state check will be accepted. If there is a returned check, the member loses cashing privileges for thirty days (60-90 days for subsequent offenses) and must pay any fees thereof. After the third offense check, writing privileges will be suspended for one year. No holding of checks is permitted.

VIII. Post Kitchen Rules

1. Any paid employee or continuous volunteer working in the kitchen must have a valid Food Handlers Card (FHC).

2. No one may remove any items from the kitchen without the permission of the Post Kitchen Manager or Post Commander.
3. Scheduled meals will be announced in the Post Calendar on our website www.vfw9401.org. Meals are served on a first come, first serve basis unless otherwise advertised/advertised. Pre-selling of meal tickets of certain meals may occur.
4. All paid and volunteer kitchen workers must comply with the specific Kitchen Manager Rules. (Posted by the House Committee in the kitchen area.)

IX. Miscellaneous Canteen and House Rules.

1. Service Animals, on a leash, of members and guests shall be permitted access to the Post with the exception of the food preparation areas i.e., kitchen, etc. Pets are not permitted in any internal areas of the Post but may be leashed on the Patio area.
2. Smoking is not permitted inside the Post. The Smoking Area is located outside on the back patio.
3. Weapons are prohibited inside the Post. The Bartender or any Post Officer at their sole discretion may designate an object as a weapon and ask that the object be removed from the premises.

Exceptions include:

- a. Utensils such as knives are the property of the Post for the use in preparing food.
- b. Pocketknives of reasonable size. This rule is subject to the discretion of the Bartender on duty or any Post Officer as they see fit.
- c. Weapons normally used in the line of duty carried by Law Enforcement Officials.
- d. Weapons that belong to the Post or are obtained/authorized by the Post for ceremonial purposes.
- e. Proper attire is required for all members and guests while in the Post. Personnel that wear clothing that is determined to be too revealing or containing offensive symbols or language or otherwise unacceptable may

be asked by the on-duty Bartender or any Post Officer to leave the Post property. Shirts and footwear must be worn at all times.

- f.** The use of the televisions will be at a level so as not to be heard at Post meetings except for Presidential Television or Government broadcasts that contain information of major impact to the public and all major sporting events involving local teams during the regular season and all playoffs and championship games. The Bartender or any Post officer will enforce this rule in the interest of most of the patrons. The volume shall be maintained at a level that does not interfere with normal conversation in the Canteen.
- g.** The Bartender shall control the use of all Canteen televisions. The television(s) shall be on the station(s) broadcasting programs based on most of the Post members present. The volume of the televisions should be maintained at a level that does not interfere with normal conversation in the Canteen.
- h.** Posting signs within the confines of the Canteen must be approved by the House Committee or Post Commander.
- i.** The Post Canteen Manager will manage the issuing of keys to post personnel and supply a list of keys issued to the Commander.
- j.** Only Members and Guest Members as defined in these rules may sponsor a guest to patronize Post 9401. Sponsors are responsible for their guest's behavior when they are on the premises. Sponsors must sign their guest(s) in on the Sign-In Log located by the front entrance. Guest(s) will not remain at the Post without their Sponsor present. The Post Commander, Senior Vice Commander, may waive the requirement for Guest(s) to be signed in during special events and functions where the public is invited to attend.
- k.** All children in the Post will be accompanied by their parents or responsible adults while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in charge. Parents and or responsible adults whose children become unruly, disruptive, or disobedient will be asked to take their children and leave.

All minor children must vacate the post no later than 9:00 pm. except for special events designated by the Post Commander.

- I. No vehicle shall park in such a manner that blocks access to or from any exit of the Post building. The London Bridge Association retains the right to have vehicles towed at the owner's expense.

IX. Post Facility Maintenance

Maintenance of Post 9401 Facility infrastructure shall be the responsibility of the House Committee. The House Committee Chairpersons/designated house committee members shall:

1. Ensure compliance with all fire codes and ensure the Post is ready for and conducts its annual code inspection.
2. Ensure all problems with Post facility and systems are maintained in good working order including electrical, water, heating, air conditioning, plumbing and structural matters.
3. Make detailed and timely reports on the status of all Post facility and systems to the Post members including cost for scheduled and unscheduled maintenance, status of repairs, recommended repairs and potential issues that may arise due to deferred maintenance.
4. Make detailed and timely financial reports to the Quartermaster concerning expenditures on maintenance, repair and resources necessary for upcoming or deferred repairs.

X. Disciplinary Action Imposed on Post Members

Procedures for invoking disciplinary action against a member of VFW Post 9401, responsibilities of the accusing party, the House Committee and the rights and process of appeal of the accused Post member of violations of the House Rules are outlined in this section.

1. Any member, guest or employee of the post may file a complaint with the House Committee/Commander against any patron, member, employee, officer, or appointee of the post that they believe have violated the House Rules by doing so in writing and signed by the person submitting the complaint.

2 Complaints against a post member will be submitted to the house committee for review and must be in writing and signed by the person bringing the complaint.

3. Any individual who strikes another person in a non-self-defense manner will be immediately ejected from the Post for thirty (30) days pending the finding of the House Committee investigation.

4. Racial, demeaning, or abusive language or **inappropriate** behavior shall not be tolerated. Any instance will result in immediate ejection from the Post for twenty-four (24) hours by the Bartender or any Post Officer present.

5. Written reports are a must and should include the name of the accused, the date and time of the incident, the circumstance of the incident, any witnesses and the name of the person or persons bringing the complaint.

6. Any Member of the House Committee subject to a formal complaint for misconduct or abuse of these rules will not be permitted to participate in the committee's proceedings on the matter.

7. Expelling a patron until the next business day is the maximum penalty that may be imposed by the Bartender or senior officer on the premises. The on-duty Bartender/ Senior officer on duty will submit a written report of the incident to the Post Commander via the Canteen Manager within twenty-four (24) hours. The Post Commander may recommend the matter to the House Committee for further action, or may evoke additional disciplinary measures until such time as the full House Committee can take up the matter. If no further disciplinary action is deemed necessary, the report will be maintained in file for future reference only as guided by retention rules.

8. Any measure imposed by the House Committee Chairman may be overruled by the Post Commander if deemed not permissible by VFW National Bylaws. Any measure imposed by the Post Commander on a Post member may be overridden by the Membership at the next regular scheduled meeting or at a special meeting called for the purpose of reviewing the actions of the accused.

9. The maximum penalty that may be imposed on an accused member by anyone other than the House Committee or post commander is suspension of post privileges until the next scheduled meeting of the committee.

10. Any member accused of violating the rules and subject to disciplinary action brought before a hearing of the house committee will be afforded the opportunity to present their case in person before the committee.

11. The accused may appeal any decision of the house committee in writing to the post members. The post members may refuse to review the case, make modifications

to, or overrule the decision of the committee. The post member's decision is final and may not be appealed.

12. Refer to VFW Bylaws Manual of Procedures Article 9 for further Guidance if needed.

XI. Disciplinary Action imposed on Guest Member, Guest, and Special Guests.

The Post Commander has overall responsibility for the safety, welfare and goodwill of all Members of Post 9401 who patronize their Post Home, therefore misconduct of a Guest Member, Guest, or Special Guest will not be tolerated. The Commander will take immediate action to eject any Guest Member, Guest, or Special Guest from the Post for misconduct. If the Commander is not at the Post, he/she can direct the Canteen Manager/bartender on duty/Post Officer(s) on site to eject the person or persons. Since Guests must have a sponsor, the sponsor of a Guest will be informed if and when the Guest privileges can be restored based on the severity of the incident. Any serious infractions or further incidents of misconduct as defined by the House and Canteen Rules by any Guest Member, Guest or Special Guest will result in permanent loss of all guest privileges at the Post Commander's discretion. Guest Members, Guests, and Special Guests do not have the right to an appeal.

XII. Hiring, Counseling, Suspension and Termination of Canteen Employees.

1. The Post Commander shall appoint/hire a Canteen Manager to operate the Canteen, subject to their instructions. The Manager shall be responsible to the Post Commander for conduct of all patrons as required, by the Canteen Rules. The hiring, counseling, suspension, and recommendation to terminate the Canteen Manager shall be the responsibility of the Post Commander. Suspension of the Canteen Manager may only occur with the consent of the Post Commander; however, the House Committee Chairman with the approval of the Post Commander (or Senior Vice Commander in the Commander's absence) may temporarily suspend the Canteen Manager until such time as the Post Commander and House Committee can meet and take up the matter. Unless the suspension occurs within ten (10) days of a regularly scheduled house committee meeting the house committee chairman and the post commander will call a Special House Committee Meeting to address the issue. Termination or extended suspension requires a majority decision of the house committee. It is the responsibility of the canteen manager and/or the house committee chairman to make regular reports to the house committee of all counseling and disciplinary actions.

2. The hiring of canteen bartenders is the responsibility of the Canteen Manager, with the final approval of the Post Commander before placement. The new hire will be placed on a ninety (90) day probation period.

3. The counseling of canteen bartenders is the responsibility of the Canteen Manager. Counseling will be documented using VFW Post 9401 Employee Counseling and Discipline Form (Appendix B). The Canteen Manager will document the events for counseling and/or disciplinary action, and the action taken (warning, suspension, or termination, etc.) The counseled employee will be offered the opportunity to make comments on the appropriate section of the Employee Counseling and Discipline Form. The Canteen Manager will acquire the employees' signature on the form to document their acknowledgement of the counseling/disciplinary action. If the employee refuses to sign the form the Canteen Manager will stress that their signature does not constitute admission of wrongdoing but merely acknowledges action taken. If the employee still refuses to sign the form, the Canteen Manager will note this on the form. Any counseling of a volunteer or employee of the post will be immediately brought to the attention of the Post Commander.

4. Disciplinary action resulting in the suspension or termination of canteen employees/volunteers is the responsibility of the Canteen Manager with the consent of the Post Commander,

5. Any employee who has been counseled, suspended or terminated may appeal their case to the Post commander. The employee/volunteer will be notified as to the time and place the issue will be addressed. The employee/volunteer will be afforded the opportunity to present their case and may bring witnesses in their defense. Requests for appeal to the Post Commander will be made in writing.

APPROVALS :

Post Commander : _____

Date : _____

Adjutant : _____

Date : _____

Appendix A

Employee/Volunteer Acknowledgement Form

I _____ have received a copy of Post 9401's Canteen and House Rules. I have familiarized myself with these rules and understand that I am responsible for complying with the rules at all times. I also understand that any time I am unclear of the intent of these rules I am responsible for seeking clarification by the Canteen Manager or Post Commander. Should I, at any time, believe that by carrying

out any of these rules would be in violation of Local, State or Federal law or that by doing so will cause harm or damage to personnel or property, I will immediately contact the Canteen Manager or House Committee Chairman for clarification. If I am unable to contact either of these individuals, I will seek direction/advice from any Post Officer.

Date: _____

Signature: _____

Appendix B

Employee/Volunteer Council and Discipline Form

Date: _____

Employee/Volunteer Name:

Name &

Title of Person Conducting Counseling:

Description

of Events leading to Counseling (Required)

Corrective Action Taken (Required)

Employee's Comments (Optional indicate "none" if no comments.)

Employee/Volunteer's Signature:

X

(Signature is an acknowledgment that the employee/volunteer has been counseled and is

not an admission of wrongdoing.)